

# Capital Planning Committee

## Meeting Minutes

### September 11, 2014

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In attendance were:

Steve Andrew  
Andrew Flanagan  
Charles Foskett  
Mike Morse  
Brian Rehrig  
Diane Johnson  
Ruth Lewis  
Anthony Lionetta  
Barbara Thornton

Also in attendance: Eve Margolis

\* Denotes those not in attendance

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- **Meeting Opened:** Capital Planning for FY 2016 begins! Charlie Foskett opened the meeting. Mike Morse is the new Assistant Treasurer and will serve on the CPC for the Treasurer. Also in attendance was Eve Margolis, who has joined the Town Manager's staff as a financial analyst. Andrew Flanagan distributed information packets to CPC members. Department Requests will be provided at a later day.

- **Election of Officers and Other Business:** Andrew Flanagan presided over the election of officers for FY 2016. The CPC voted unanimously as follows: Charlie Foskett as Chair, Brian Rehrig as Vice Chair and Tony Lionetta as Clerk.

The proposed schedule for CPC meetings was presented. Subcommittee assignments were reviewed and essentially remain unchanged from last year, with the exception of the following. Mike Morse will take Paul Olsen's position on the DPW Subcommittee. Barbara Thornton asked to be involved in the Finance Subcommittee's meeting on IT requests.

- **October 2 CPC Meeting:** The October 2 meeting will include a presentation/discussion on the Stratton School Project with both the CPC and the Permanent Building Committee in attendance.

The planned agenda is for the CPC to review Department requests from 5:00 to 5:30, followed by a joint session on the Stratton School Project from 5:30 to 6:30 and then a period of general discussion between the Permanent Building Committee and the CPC.

- **Long Range Plan:** Andrew Flanagan presented the updated Long Range Plan reviewing the various line items under revenue and appropriation with related assumptions. The plan forecast budget balance until FY2020, when a shortfall is projected. Significant increases in school enrollment were noted.

- **Projects Underway:** Andrew Flanagan gave an update on the status to prior projects authorized: 1) the Town-wide Network upgrade underway, 2) the Central Fire Station bid came in under estimate by \$300,000 plus. Currently, the second floor is being worked on, 3) the Hardy School window repairs are not going well with more problems than expected (lintels rotted, bricks porous). Correction will require application of a sealant now and every 10 years. About 30% of the school has been treated. Additional funds will be requested and, 4) the Community Safety Building Phase 2 project is nearly done subject to window leak testing. See Item 4.
- **Community Safety Building:** Andrew Flanagan reported further on the Community Safety Building. The westerly curtain wall has not passed the specified psi requirements for leakage. This issue is still being addressed with and contested by the Contractor. Additional funds are required for Phase 2 which are being provided by closing out the project, as well as funds from the Police Department's operating budget.

Also noted is that an additional \$110k is needed due to a budgeting oversight to fully fund Phase 3 design services (\$373k approved last year but \$483 needed). These funds have been taken from the Central Fire Station account given that the bid came in under the estimate.

- **Capital Budget Reallocations:** This matter concerns the manner of transfer of surplus capital balances for bonded requests. The ruling is that surplus balances can be reallocated but need Town Meeting approval. Andrew Flanagan will look into this matter.
- **Back up Quotes:** Charlie Foskett requested that CPC Subcommittees request back up information from Department Heads to support their requests. There was discussion on this request and how it should be applied and implement. Brian Rehrig and Andrew Flanagan will discuss possible guidelines (nature of request, value of request). Also Andrew Flanagan will advise Department Heads of this new requirement subject to the guidelines to be developed.
- **Minuteman High School:** Tony Lionetta gave a brief update on the actions of the building committee noting that things have been quiet since the early spring. The proposed enrollment number has been reduced from 800 to 628 at the request of the MSBA. The Design Team has been revising the project to this new number. Next meeting of the Building Committee is September 15.

Charlie Foskett gave a brief review of the draft revised Regional Agreement which among other features give Towns a way to opt out of the District. Five of the 16 communities have chosen to delay their approval and one has rejected it.

It is recognized that for Arlington to fund its share of the project a debt exclusion will be required.

- **CPA Vote:** A vote on whether Arlington will institute a CPA will be taken on November 2. This vote will not affect FY 2016 but may impact future years.
- **High School Project:** Diane Johnson reported that a letter of interest has been submitted to the MSBA for the upgrade of High School. The MSBA's position should be known by the end of the CPC budgeting cycle.

- **Next meeting:** October 2, 2014 to be held in the second floor meeting room at Town Hall

**Adjournment**